

CONFIDENTIAL

24 October 1984

MEMORANDUM FOR: Members, OTE Curriculum Committee

FROM:

[REDACTED]
Chairman, OTE Curriculum Committee

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SUBJECT: Minutes of Curriculum Committee Meeting,
23 October 1984

1. [REDACTED] briefed the Committee on his Staff's reevaluation of the Executive Development Core Course. The Staff has developed options for the next (February) running which they want to try out on the Committee before making a recommendation. (The Staff will also be soliciting the views of their external advisory panel.) At [REDACTED] suggestion, the Committee agreed to invite interested and knowledgeable individuals who are part of the OTE family but not members of the Curriculum Committee.

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2. The Chairman informed the Committee about the effort to rationalize the various activities under way in the CTTC, CID, and in the DO that help prepare individuals for the rigors of overseas life. He mentioned that Chase Brandon's course on personal security is likely to become part of the OTE curriculum. Also, this effort--along with the new requirements for Headquarters to support COFC, the non-CT Ops Familiarization Course--will have organizational consequence. The Chairman also asked that the members review, with a critical eye, a draft concept paper on mid-career executive development.

3. Most of the meeting was devoted to an in-depth discussion of Ron Smith's proposal to do a management needs assessment, and its relationship to other "needs assessments." The upshot was that the Committee agreed that:

a. The management survey must be well-crafted and tested before it is administered.

b. That the survey will be useful to validate our current offerings, but that we should undertake it only if we are prepared to work with its results.

c. It should not necessarily preempt an overall DO needs assessment and that that would be preferable to doing a management survey in isolation.

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d. We may want to do a management survey of all the directorates, but that we should pursue the effort with the DO first.

e. The strategic plan continues to be a complete needs survey for the DI and DS&T by the end of 1984, the DO by mid-1985 and the DA by the end of 1985.

f. We should also actively pursue--under [redacted] tutelage--a survey of computer/word processing training needs. This will involve building these needs into the surveys of the DO and DA and going back to the DI and DS&T.

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4. After some discussion of the best method for implementing our quarterly zero-based curriculum review, the Committee agreed to [redacted] suggestion that the members go through the entire course list and select their candidates for the in-depth review and present them at the next meeting. The Committee will then agree on a common list for the next 12 months.

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